

# Memorandum



**TO:** Distribution List  
**FROM:** Bryan Tippie, Budget Director  
**DATE:** August 19, 2005  
**Re:** Minutes of the August 4, 2005 Finance Committee Meeting

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Committee Members present: Mr. Ray Graham

The Finance Committee met on August 4, 2005, at 4:00 p.m. in the Warren Green Building, 2nd Floor Conference Room at 10 Hotel Street. This document reflects the official minutes of that meeting.

**County Treasurer's Report:** The Treasurer's Report was available for the Finance Committee's consideration.

**County Attorney's Report:** Jeanette Irby presented the County Attorney's Report for the Finance Committee's consideration. It should be noted that in June \$302,601 was collected in delinquent Real Estate Taxes. This one month amount was greater than all the delinquent Real Estate Taxes collected in the prior year. The County Attorney's Office is commended for this outstanding achievement.

## **Consent Agenda**

### **Supplemental Appropriations:**

The following supplemental appropriations were considered for forwarding to the Board of Supervisors for their action unless otherwise noted.

### **FY 2005**

#### **1. Commonwealth Attorney's Office - \$127**

\$127 in State funds from the Forfeited Asset Sharing (Seizure) Program was approved for appropriation to the Commonwealth Attorney's Office for operational requirements.

#### **2. Budget Office - \$17,500 (Correction Only)**

\$17,500 from the Contingency Reserve was approved for appropriation to the Capital Construction Reserve Fund.

#### **3. Sheriff's Office - \$41,104**

- a. \$18,303 was approved from the Virginia Department of Motor Vehicle Grants for appropriation to the Sheriff's Office for radar equipment and traffic enforcement.

- b. \$13,340 was approved from the Commonwealth of Virginia Department of Criminal Justice Services (DCJS) for the purchase of in-car video cameras.
- c. \$7,728 was approved for appropriation from Detention Center generated revenue (inmates use of telephone) to the Detention Center Inmate account.
- d. \$1,733 was approved from the Federal Bulletproof Vest Partnership Grant for purchase of vests.

**Transfers:**

**FY 2006**

**Budget Office - \$1,200,436**

- a. \$218,138 was approved for transfer from General Fund Department's Salary lines to the Non-departmental Salary Reserve.
- b. \$982,298 was approved for transfer from the Non-departmental Salary Reserve to the General Fund department's salary and benefits lines for the FY2006 merit pay adjustments.

**Regular Agenda**

**Supplemental Appropriations:**

**FY 2005**

**1. Budget Office - \$9,554**

\$9,554 from Contingency Reserve was approved for appropriation to the Warren Green Building Capital Fund Account to support the completion of the project.

**2. Sheriff's Office - \$49,474**

\$49,474 from a U.S. Department of Justice Community Oriented Policing Services (COPS) Grant was approved for appropriation for the purchase of in-car video cameras and a LIVESCAN machine for fingerprinting.

**FY 2006**

**3. Sheriff's Office - \$115,615.94**

- a. \$66,218 from prior years inmate generated revenue was approved for Carryover appropriation to the Detention Center Inmate Account for FY 2006.
- b. \$49,397.64 from FY 2005 Carryover was approved for appropriation from State and Federal Drug Enforcement Agency (DEA) Seizure funds to the Sheriff's Office for the purpose of drug enforcement related expenses.

**4. Commonwealth Attorney's Office – \$8,853**

\$8,853 from FY 2005 Carryover was approved for appropriation from State Seizure funds to the Commonwealth Attorney's Office for operating expenses.

**5. Fire and Emergency Services – \$1,151**

- a. \$1,151 from FY 2005 Carryover was approved from an Insurance reimbursement.

- b. \$15,000 from FY 2005 Fire and Emergency Services Carryover was approved for appropriation for the purchase of a used fire truck for training purposes.

**4. Finance - \$4,746**

\$4,746 from FY 2005 Carryover was approved for appropriation to the Finance Department for furniture purchased in FY 2005, but not received until the middle of July FY 2006.

**5. Airport**

- a. \$648,000 in State funds and \$162,000 in leaseholder funds, totaling \$810,000, were approved for appropriation to the Warrenton-Fauquier Airport Fund for site preparation of the fourth (4<sup>th</sup>) T-Hanger.
- b. \$24,330 in State funds, \$770,450 in Federal funds and \$16,220 in Airport generated funds, totaling \$811,000, were approved for appropriation to the Warrenton-Fauquier Airport Fund to purchase land for a runway buffer.

**Transfers:  
FY 2006**

**Budget Office - \$59,500**

- a. \$5,000 from the Contingency Reserve was approved for transfer to the Fauquier Promise's Contribution budget code to assist in mitigating costs for the FY 2006 Teen Fest.
- b. \$54,500 budgeted in the Juvenile Probation cost code for the Piedmont Dispute Resolution Center was approved for transfer to the County Attorney's Office budget. This action is an element of the movement of contribution budgets to various departments.

**Comments**

**1. Lake Brittle**

Larry Miller, Parks and Recreation Director, made several equipment and operational suggestions concerning vandalism, litter and late night visitors to the Park. These would cost approximately \$50,000 of which \$30,000 would be for a one time purchase such as a gate and a portable camera system. A Sheriff's Office staff member stated that deputies were making periodic checks of the facility and the trustees were addressing the trash concerns. He felt that the situation had improved.

**2. Finance:**

Health Insurance – Bryan Tippie, Interim Finance Director, provided the health insurance fund summary. Health insurance costs total for July were \$1,000,000, higher than the previous four years at the same time. The average annual increase for the last four years has been 14.6%.

**3. Budget:**

Revenue Report – No change from the prior month. The Revenue Committee did not meet in July. The Committee Chairman directed that the Board of Supervisor members be kept informed of revenue changes.

Bryan Tippie indicated that the Revenue Committee would meet on August 10<sup>th</sup> and a status report would be provided to Committee members by the end of the week.

FY 2007 Draft Budget Calendar – The draft budget calendar was provided to the Finance Committee for their consideration and will be an agenda item for the September BOS meeting.

Debt Referendum Policy – Bryan Tippie, Budget Director, submitted a revised Debt Referendum Policy for the Committee's consideration. The major change from the current policy is the increase in referendum threshold to \$20,000,000. This revised policy will be considered by the Board of Supervisors at its August 11<sup>th</sup> Meeting.

4. **Information Technology** – Rick Klinc, Information Technology Director, informed the Finance Committee that a possible safety issue has been identified during its preliminary evaluation of replacing the Sheriff's Office telephone system. Staff was requested to gather more information and have it scheduled for discussion at the September Finance Committee meeting.
5. **Northern Sports Complex** – There is a high probability of additional donated funds for the Northern Sports Complex. The Budget Office was directed to take the necessary action to have any additional funds for this project added to the budget adjustments requiring a public hearing in September.

**The next Finance Committee Meeting will be  
September 1, 2005 at 4:00 p.m.**